



Job Title: Producing Assistant
Department: Marketing
Reports To: Creative and Resident Relations Director, The Tobin Center for the Performing Arts / Producing Artistic Director, 100A Productions
Job Status: Part-Time

About the Tobin Center for the Performing Arts

The Tobin Center is San Antonio's premier cultural arts center, dedicated to driving meaningful community change through world-class entertainment, supporting local performing arts, and ensuring accessible arts education. Our state-of-the-art facilities attract diverse audiences with stunning architecture, exceptional acoustics, and a flexible 1,750-seat H-E-B Performance Hall, a 259-seat Carlos Alvarez Studio Theater, and the scenic Will Naylor Smith River Walk Plaza. Beyond our main venues, our campus includes an Administration Building, the Tobin Garage and the "Shirt Factory Building". We also operate Tobin Entertainment LLC, which promotes quality entertainment nationwide, generating vital support for our local programs.

Our Culture

At The Tobin Center, we aspire to be an organization with a **culture of excellence** that attracts and retains the best in the business. Our success is only possible because of our people—a team of passionate professionals dedicated to making a positive impact on our community.

We are committed to creating a **supportive workplace with open communication** where all are treated with dignity and respect, and all voices are heard. **Innovation and collaboration** are at the heart of how we work, driving success through shared ideas and clarity of purpose. We encourage **personal and professional growth** in an eclectic and inclusive workplace that values hard work, initiative, and fun. We assume the best in one another, **cultivating trust and inclusiveness** as we grow together. We embrace a culture of **challenging the status quo**, empowering our people to take risks to achieve our mission.

The Opportunity

The Tobin Center for the Performing Arts is seeking a detail-oriented and proactive Producing Assistant to provide part-time administrative and producing support. This position plays a key role in advancing resident company relations at The Tobin Center while also assisting in the planning and execution of 100A Productions' performances and collaborative projects.

The Producing Assistant will work directly with the Creative and Resident Relations Director, who also serves as Producing Artistic Director of 100A Productions, to ensure clear communication, effective coordination, and smooth operations across resident programming, Art Initiative events, and theatrical productions. A successful candidate will share our commitment to fostering a collaborative and inclusive environment that enables both creative freedom and artistic rigor.

What You'll Do

- Serve as an administrative point of contact for resident companies at The Tobin Center, supporting meetings, communications, and collaborative initiatives.
- Assist with preparing, tracking, and maintaining budgets for resident company activities, Art Initiative programming, and 100A Productions projects.
- Provide clerical support, including scheduling, correspondence, filing, and record-keeping.
- Assist in drafting and distributing contracts, schedules, reports, and other essential documentation.
- Support the execution of Art Initiative programs and events, including logistics and artist coordination.
- Process invoices, reimbursements, and check requests in alignment with production needs.
- Maintain organized administrative and financial records for events, productions, and collaborations.
- Represent the Creative and Resident Relations office with professionalism in all interactions with artists, partner organizations, and community stakeholders.

What You'll Bring

- Strong organizational and time-management skills; able to manage multiple priorities simultaneously.
- Previous experience in administrative, clerical, or financial support roles; arts administration experience preferred.
- Proficiency in Microsoft Office, Google Workspace, and basic budgeting/accounting tools.
- Excellent communication skills, both written and verbal.
- Professional demeanor and discretion when handling sensitive or confidential information.
- Interest in fostering a collaborative and inclusive environment that enables creative freedom and artistic rigor.
- Demonstrated interest in the performing arts and community-based cultural programming.

Performance Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Leadership** – Consistently accomplishes the expected objectives and takes on extra tasks or projects as necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same. Takes initiative with and is proactive in approach to accomplishing tasks. Ability to make decisions and take actions consistent with organizational goals.
- **Initiative** – Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.
- **Judgment** – Uses discretion in making decisions within the scope of their job. Refers decisions beyond this scope to supervisor.
- **Communication Skills** – Includes the ability to express ideas effectively whether face-to-face or in writing in both individual and group situations. Communications are conveyed in a clear and concise manner to the audience. Adjusting tone and terminology to the needs of the audience. Openly exchanges information in a timely manner. Knows who to keep informed.
- **Planning and Organization** – Ability to schedule workload, set priorities and manage time in order to complete assignments and fulfill responsibilities.
- **Management of Resources** – Ability to use time, technology, and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to incumbent job responsibilities.
- **Customer Focus** – Interaction with internal and external customers. Requires putting yourself in the customer's place, anticipating and meeting needs quickly and accurately. It also means following up and monitoring situation to be sure the customer is satisfied.
- **Teamwork** – Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.
- **Work Habits** – Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Being able to anticipate change and bring about changes when they are needed with proper professionalism.
- **Creativity** – Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.
- **Business & Organization Knowledge** – Having knowledge of The Tobin's business involves understanding our industry and how the incumbent's position and knowledge plays an important role in the success of the organization. It also includes the ability to acquire new knowledge of our industry and using this information to get things done.

Work Environment and Physical / Mental Activities:

- Climate controlled office environment; Minimal exposure to inclement weather. Regular work hours that can include evenings and weekends. Exposure to computer screens.
- Ability to operate assigned office equipment and to adhere to all safety guidelines.
- Standing, walking, sitting for prolonged periods of time; reaching, stooping, bending, kneeling, navigating stairs, hand and finger dexterity, clear speech, hearing / listening.
- Clarity of vision with the ability to bring objects into sharp focus; color perception.

- Intense concentration over extended periods of time that can include frequent interruptions for questions and advice. Stress associated with competing priorities and time deadlines is occasionally an element of this position which must be recognized and successfully managed.
- Ability to lift up to 30 pounds.
- Ability to maintain confidentiality and discretion.

Machines, Tools, Equipment and Work Aids: Representative but not all inclusive of those commonly associated with this position are computer, printer, copier, hand radio, and telephone.

Communication:

An Application for Employment must be filled out in order to be considered for employment. The Tobin Center Application may be found at www.tobincenter.org under the “About” tab. Please send an availability schedule and resume in addition to your Application.

Mail Application to The Tobin Center Administrative Offices at:

115 Auditorium Circle
San Antonio, TX 78205

Attn: LuAnn Stidham

Or email to: LuAnn.Stidham@tobincenter.org